

14 JUN 1970

MEMORANDUM FOR: EAA Coordinator  
EAA Store Manager

TINTL

FROM :   
Chief, Benefits and Services  
Division

SUBJECT : Reporting Overages and Shortages

1. This memorandum amends the memorandum from C/BSD, same subject, dated 24 June 1970.

2. All shortages and overages of \$5.00 will be reported to this office by telephone NLT Noon of the workday following the discovery of such shortage or overage. Within five working days thereafter, a memorandum will be submitted to this office advising efforts made to determine the reason for the shortage or overage and the results.

3. This change does not relieve you of the obligation to report, in writing, shortages and overages. It does permit time to look for, and possibly correct, errors before they are actually written off on the accounting records.

STATINTL

Distribution:

- 0 - ~~Addressee~~ *BSD Capano*
- 1 - EAA Store Manager
- 1 - EAA Coordinator
- 1 - BSD Subj File